**FAQ's for Assignment 1 A**

***What is the due date for Assignment 1A?***

Monday, August 22, 2011

***How is it to be submitted?***

There are two submission requirements;

1. One person in the group will send the Powerpoint directly to me at [rcrotty@csu.edu.au](mailto:rcrotty@csu.edu.au)as an email attachment on or before the due date. The email will include the group number and the name of the group members.
2. One person in the group will submit via EASTS a title page (which will be supplied) with the team number and group names as well as a printed copy of the Powerpoint. Two (2) slides per page will be adequate.

**NB** This is different than what has been written in section 6 of Part A in the subject outline. Upon reflection, this system will prove more efficient.

***Do we need a title page on the Powerpoint?***

Yes. Make it clear to the audience what the aim of the article is to be. Make the title page 'attractive' so as to grab the attention of the audience but do not include features likely to distract.

***How many slides should there be?***

12 - 15 at most. The first slide is the title page with the last one (or two) for references?

***How many references should we include?***

As this is only an abstract, only a small number of **quality** references need to be included. About 6- 8 will be adequate. You will have read and shared more than this so the group must decide which ones will best present the critical points in the most effective manner.  
  
If the article was ever written, all of the other references could then be included if necessary.

***How should the references be cited in the Powerpoint?***

In 3 ways:

1. A short reference on the slide e.g. Bloggs 2008
2. A full reference in the notes below the slide e.g. Bloggs, J. (2008). What makes a good leader?, XYZ Press, Wagga Wagga NSW.
3. The reference will also be included in the full reference list at the conclusion of the Powerpoint.

***What should we avoid in our Powerpoint?***

Embedded is a Youtube video called "Death by Powerpoint". While this video is presented in a humourous fashion, it contains many of the errors that are often contained in Powerpoint presentations. Take particular note of the use of fonts and the number of words on the screen, the use of bullet points and the over-complication of some screens.

***﻿What tools can we use for communicating with our group?***  
Each group will be provided with the email addresses of each group member shortly after the groups are posted. I would recommend contacting others via email initially and providing only the information you feel comfortable in sharing.  
We will also use applications (apps) such as neatchat, Skype, diigo and/or de.licio.us, wikispaces and Google docs during the session. More information will be provided as the session progress.

***How should the Powerpoint be structured?***

The Powerpoint should follow this broad sructure as set out below:

1. The **first third**should demonstrate knowledge and understanding of the objective the group has selected e.g. if the group has selected strategic planning as their objective, then the critical elements of strategic planning will be outlined as to their importance in school planning.
2. The **middle third**will apply this objective to a topic or theme to the school situation. If strategic planning was the selected objective, it would be applied to some activity within the school e.g. strategic planning in the development of a ICT plan for the school.
3. The **final third** will demonstrate the skills possessed by TLs. The aim is to raise the awareness of the school leaders that when planning, the TL should be considered as part of the team due to the nature of their specialised knowledge and skills.